

WAR FOOD ADMINISTRATION

Food Distribution Administration

Cotton and Fiber Branch

Utilization and Diversion Division



November 2, 1943

COTTON INSULATION PROGRAM  
(Fiscal Year 1944)

OFFER OF THE WAR FOOD ADMINISTRATOR

The War Food Administrator of the United States (hereinafter referred to as the Administrator), pursuant to clause (2) of Section 32, Public Law Number 320, 74th Congress, as amended, will make payments, subject to the conditions hereinafter set forth, to holders of approved applications (hereinafter referred to as the seller) who will divert cotton from the normal channels of trade and commerce by manufacturing, or causing to be manufactured, and selling cotton insulation.

1. As used herein, "insulation" means insulating material which meets specifications approved by the Administrator or his authorized representative and referred to in the approved application (see paragraph 8). Insulation must be manufactured in the United States from cotton (including card strips and comber waste) grown in the United States.

If specifications for insulation other than those referred to in a particular application are approved, such new specifications may be made applicable to insulation to be manufactured pursuant to applications theretofore approved, but only if (a) the approval of the new specifications so provide and (b) the seller holding the approved application shall consent thereto. Such new specifications shall not be applicable to insulation manufactured prior to the approval of the new specifications.

2. The rate of payment to be made by the Administrator will be nine cents per pound of insulation, including impregnation, but excluding backing material and metal fasteners, if any.

3. Insulation must be either:

- a. Sold or contracted for sale not earlier than the date of approval of the application and not later than June 30, 1944, and manufactured and delivered to purchasers or to a carrier for shipment to purchasers not earlier than the date of the approval of the application, and not later than December 31, 1944, unless the latter time is extended by the Administrator or his authorized representative; or



- b. Manufactured not earlier than the date of approval of the application and not later than June 30, 1944, and sold or contracted for sale and delivered to purchasers or to a carrier for shipment to purchasers not earlier than the date of the approval of the application and not later than December 31, 1944, unless the latter time is extended by the Administrator or his authorized representative.

4. Sampling. - The quantity, or number, and type of samples set forth in the applicable approved specifications will be supplied without cost by the seller to the Administrator or his authorized representative or agent.

5. Packaging and Marking. - At the time of manufacture, all insulation shall be securely packaged and marked with a name or other mark by which the seller may be identified, the quantity of insulation contained therein, and a serial number or other symbol by which the individual package can be identified.

The finished insulation shall not be compressed to a density of more than four pounds per cubic foot for storage or for delivery.

6. Inspection. - During the manufacture of the insulation and until the insulation is delivered, the establishment of the manufacturer shall be open to a representative or agent of the Administrator for observation of the materials used and for inspection of the insulation.

In order that inspection may be provided, sellers should notify the Administrator or his authorized representative before beginning manufacture and treatment of the insulation. Such notice should include the name and location of the plant, the probable date of manufacture, and anticipated rate of production.

7. Production Cost Data. - During the period of participation in the program, the seller, in cases where insulation is manufactured by his company, including his subsidiaries, shall from time to time, on written request, supply to the Administrator or his authorized representative data with respect to the individual cost items on each of the various types of cotton insulation manufactured for specified future periods (week, month, or other periods of time). Such reports will be considered as confidential by the War Food Administration and shall include, but may not be limited to, cost of fibrous material, chemicals, packaging material, direct labor costs by processes, overhead, depreciation, and costs of sales and promotion. During the period for which cost data are requested, the seller shall maintain such cost records relating to the cotton insulation processed as will disclose accurate data with respect to the information requested. Failure of the seller to supply requested information as to costs will give to the War Food Administrator or to his authorized representative the right to suspend payments until such request is complied with.



8. No seller shall be entitled to payments unless he has submitted an "Application", CFB-CD-1601, to manufacture and sell a quantity of insulation in connection with the "Cotton Insulation Program (Fiscal Year 1944)," and the Administrator or his authorized representative has, pursuant to the terms and conditions set forth in that application and in this offer, approved such application in whole or in part. No payment will be made on any quantity of insulation in excess of that for which an application is approved. More than one application may be approved for the same applicant. The right is reserved to reject any or all applications.
9. Any part or parts of the quantity of insulation covered by an approved application may be separately delivered and the Administrator will make payments in connection with such quantities in the same manner as if the total quantity of insulation covered by such application had been delivered.
10. No seller shall be entitled to payments in connection with the manufacture, sale, and delivery of any particular insulation unless he shall submit in connection therewith, on or before February 15, 1945, or during any extensions of such time made by the Administrator or his authorized representative, a claim in voucher form and shall furnish to the Administrator or to his authorized representative or agent such information as may be requested for the purpose of enabling him to determine that there has been compliance with the conditions of this offer and the approved application, and to determine the proper payment to be made. The seller shall make available to the Administrator or to his authorized representative or agent, for the purpose of verifying such information, any pertinent books, records, memoranda, documents, papers, and correspondence of the seller or of the seller's agents or representatives, which the Administrator or his representative or agent may request. The determination of the Administrator as to pertinency shall be final.
11. The Administrator reserves the right to terminate this offer at any time by giving public notice thereof. Such termination shall not affect any payments to be made pursuant to any application theretofore approved by the Administrator or his authorized representative.

/s/ Grover B. Hill  
First Assistant War Food Administrator





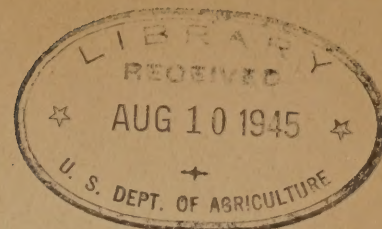


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CFB-CD-1601  
WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Cotton and Fiber Branch  
Utilization and Diversion Division

Program K/72b

COTTON INSULATION PROGRAM  
(Fiscal Year 1944)



1. APPLICATION

(To be prepared in quadruplicate)

The undersigned, pursuant to the "Offer of the War Food Administrator" in connection with the "Cotton Insulation Program (Fiscal Year 1944)," hereby makes application to the War Food Administrator for the purpose of securing payments in connection with the manufacture and sale of not to exceed \_\_\_\_\_ pounds of cotton insulation or such lesser amount for which this application may be approved. Such insulation shall be made from cotton, (including card strips and comber waste), meeting the requirements set forth in Specifications for Cotton Insulation No. \_\_\_\_\_.

Name of Applicant \_\_\_\_\_

By \_\_\_\_\_

(Authorized Official)

(Corporate Seal)  
( If none, so )  
( indicate )

(Title)

(Street and Number)

Date \_\_\_\_\_

(City and State)

2. APPROVAL

Pursuant to the "Offer of the War Food Administrator" in connection with the "Cotton Insulation Program (Fiscal Year 1944)," the foregoing application is hereby approved for not to exceed \_\_\_\_\_ pounds of cotton insulation.

MARVIN JONES  
War Food Administrator  
(For and on behalf of  
the United States)

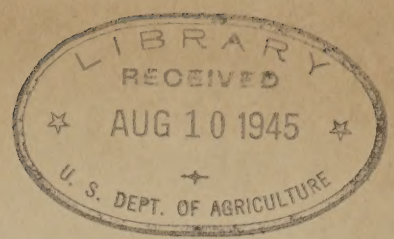
By \_\_\_\_\_  
Authorized Representative  
of the War Food Administrator

Date \_\_\_\_\_









COTTON INSULATION PROGRAM  
(Fiscal Year 1944)

Supplementary Data Sheet

(Sellers are requested to submit the following information  
in connection with Form CFB-CD-1601, "Application".  
This information will be treated as confidential.)  
(Please submit in duplicate.)

1. Name of seller \_\_\_\_\_

2. Mills at which cotton insulation is expected to be made:

	<u>Plant</u>		<u>Approximate</u>
	(Name)	(Address)	Capacity 1/ (Pounds)
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

3. Sales outlets:

A brief description of proposed method of selling, sales outlet to be  
utilized, etc. (Use additional sheets if needed.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

1/ Approximate production in pounds per eight hour shift, considering  
capacity to properly impregnate cotton for fire-resistance and to man-  
ufacture the treated cotton into finished form.





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CFB-CD-1603  
War Food Administration  
Food Distribution Administration  
Cotton and Fiber Branch  
Utilization and Diversion Division

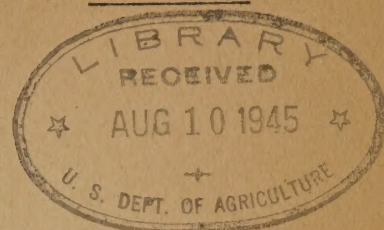
Program K/72b

Contract No. \_\_\_\_\_

Seller's No. \_\_\_\_\_

Agent's No. \_\_\_\_\_

COTTON INSULATION PROGRAM  
(Fiscal Year 1944)  
DECLARATION OF SALE OF COTTON INSULATION



\_\_\_\_\_, 19\_\_\_\_

Pursuant to the "Offer of the War Food Administrator", CFB-CD-1600, the undersigned seller of cotton insulation hereby declares:

That on \_\_\_\_\_, 19\_\_\_\_, SALE sold to \_\_\_\_\_  
(it, he, they) (Purchaser's

name) \_\_\_\_\_ (Purchaser's address)

for delivery during \_\_\_\_\_, 19\_\_\_\_, approximately \_\_\_\_\_ pounds  
of cotton insulation meeting Cotton Insulation Specifications approved by  
the Administrator or his authorized representative pursuant to the Offer  
of the Administrator, CFB-CD-1600 dated November 2, 1943.

\_\_\_\_\_  
(Name of Seller)

Address:

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Official Title)

\_\_\_\_\_  
Receipt is acknowledged of the foregoing declaration.

\_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_  
Agent, War Food Administrator

NOTE:- One original and four copies are required to be submitted to the Agent of the Administrator in accordance with instructions, and should be accompanied by proof of sale in triplicate.







Specif. No.



1/ Net weight of insulation excluding backing material and metal fasteners, where used.



Contract No. \_\_\_\_\_  
Specif. No. \_\_\_\_\_

Receipt is acknowledged of the foregoing declaration and certification is hereby made that the net weight of cotton insulation manufactured as listed on the reverse side of this form is correct and that such cotton insulation has been sampled and tested in accordance with provisions of CFB-CD-1600, and has been found to meet minimum specification requirements, except as noted above.

, 19

(Signature of Seller)

3/ Agent's description of test deficiency.



C8202  
Cap. 1  
CFB-CD 1605

WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Cotton and Fiber Branch  
Utilization and Diversion Division

Program K/72b

LIBRARY  
CURRENT SERIAL RECORD

★ DEC 17 1943 ★

U. S. DEPARTMENT OF AGRICULTURE

COTTON INSULATION PROGRAM  
(FISCAL YEAR 1944)

INSTRUCTIONS FOR SELLERS OF COTTON INSULATION  
IN CONNECTION WITH THE COTTON INSULATION PROGRAM

In order to comply with the provisions of the "Offer of the War Food Administrator", CFB-CD 1600, and to obtain prompt payments, a seller of cotton insulation, holding an approved "Application", CFB-CD 1601, should read and carefully observe the following instructions:

Section 1 - Application CFB-CD 1601 (4 copies required).

No payments will be made to any seller of cotton insulation unless such insulation was manufactured and sold pursuant to the "Offer of the War Food Administrator", CFB-CD 1600, and an approved "Application", CFB-CD 1601. Such approved application must have been executed as follows:

- (a) The signature of the seller must conform to the requirements set forth in Section 9 of these instructions.
- (b) The quantity of insulation for which the seller made application must be shown in the space provided.
- (c) The quantity of insulation for which the application is approved must have been entered by an authorized representative of the Administrator in Section 2 in the space provided. This quantity of insulation cannot exceed the quantity for which application was filed and may be for a lesser quantity than that entered in Section 1 of the "Application".
- (d) The approval must have been signed and dated by an authorized representative of the Administrator.

NO PAYMENT WILL BE MADE IN CONNECTION WITH ANY INSULATION MANUFACTURED OR SOLD PRIOR TO THE DATE OF "APPROVAL" OF THE SELLER'S "APPLICATION", EXECUTED ON CFB-CD 1601.



Section 2 - Declaration of Sale of Cotton Insulation, CFB-CD 1603  
(5 copies required); Proof of Sale (3 copies required).

(a) As soon as a sale or contract for sale has been made, the seller should execute a "Declaration of Sale of Cotton Insulation", CFB-CD 1603, in the following manner:

- (1) Contract Number - Insert here the contract number assigned by the War Food Administration to your approved application, under which the particular sale was made.
- (2) Seller's Number - Insert here a number which will be used as reference for the particular declaration of sale, prior to the agent's approval of said declaration. Number your declarations of sale in sequence, each number to be pre-coded by the code letter to be provided by the War Food Administration.
- (3) Agent's Number - The Agent of the Administrator will assign a number to the declaration and this number will be used as a reference number for approved declarations.
- (4) The date line should bear the date you prepare the declaration.
- (5) Following the words "That on" enter the date the sale was consummated.
- (6) Following the words "Sold to" enter the name and address of the purchaser.
- (7) Following the words "for delivery during", enter a date or dates or the name of a month which will indicate the final delivery date, which must be on or before December 31, 1944.
- (8) Following the word "approximately" insert the quantity of cotton insulation sold (in pounds, excluding backing material and metal fasteners, where used).
- (9) The form should be signed in the name of the seller by an individual who must affix his autograph signature and indicate his title.
- (10) Receipt of this declaration will be acknowledged by the Agent of the Administrator.



- (b) For the purpose of determining that a sale was executed as declared, there must be submitted three copies of each document constituting the offer and acceptance. Such proof of sale may consist of telegrams, formal contracts, executed sales order blanks or similar evidence.

- (1) One copy of each document submitted as proof of sale must bear the following signed statement:

"This is to certify that this is a true and correct copy of the original."

Section 3 - Declaration of Manufacture of Cotton Insulation, CFB-CD 1604  
(5 copies required).

- (a) The seller should execute a "Declaration of Manufacture of Cotton Insulation" for each week throughout the duration of the program, or until manufacture is completed. The weekly period shall begin at the commencement of operations each Monday morning.
- (b) The "Declaration of Manufacture of Cotton Insulation" should be completed in the following manner:
- (1) Contract Number - Insert here the contract number assigned by the War Food Administration to your approved application, under which the insulation was manufactured.
  - (2) Seller's Number - Insert here a number which will be used as reference for the particular declaration of manufacture prior to the agent's approval of said declaration. Number your declarations of manufacture in sequence, each number to be preceded by the code letter to be provided by the War Food Administration.
  - (3) Agent's Number - The Agent of the Administrator will assign a number to the declaration and this number will be used as a reference number for approved declarations.
  - (4) Specification Number - Insert here the Administration's specification number applicable to the insulation manufactured under the given contract.
  - (5) The date line should bear the date you prepare the declaration.



- (6) Following the words "That for the period", insert the beginning and closing date of the period covered by the declaration.
- (7) Serial Number - Enter in this column the serial number(s) of the package(s) manufactured during the period. The packages must be serially numbered by means of a stencil, or if by other means, the written approval of the Agent of the Administrator must be obtained.
  - (a) Where an unbroken series of a uniform quantity and quality of insulation per package has been manufactured, it will be acceptable to enter the first and last number of the series, e. g., "1 to 96, incl."
- (8) Type Designation - Enter in this column the Type Designation Number previously listed with the Agent of the Administrator and assigned in sequence to each type of insulation manufactured.
- (9) Net Pounds - Enter in this column opposite the corresponding serial number(s), the total quantity of insulation in pounds (excluding backing material and metal fasteners, where used) included in the package(s) bearing such serial number(s).
- (10) Below each column "Net Pounds", enter the total quantity of insulation (in pounds) for that column.
- (11) Grand Total - Enter in this space the sum of all the totals for all the "Net Pounds" columns.
- (12) The declaration of manufacture should be signed in the name of the seller by an individual who affixes his autograph signature and indicates his title.
- (13) The acknowledgment by the Agent of the Administrator will be executed by the agent who made the inspection of the insulation, and he will set forth in the table on the reverse side of the form a complete description of insulation which failed to meet specifications. If all insulation meets specifications, the agent will note in the table, "No exceptions".
- (14) Notice of Exceptions is Acknowledged - After the agent has noted the exceptions or has indicated that no exceptions are to be taken, a representative of the seller should sign this acknowledgment.



NO PAYMENT WILL BE MADE IN CONNECTION WITH INSULATION WHICH FAILS TO MEET SPECIFICATIONS.

Section 4 - Evidence of Delivery (3 copies required)

- (a) The "Offer of the War Food Administrator" requires that delivery be made not later than December 31, 1944, and it is therefore essential that the seller submit evidence of delivery.
- (b) Evidence of delivery may consist of a receipt from the purchaser, copy of a bill of lading initialed or signed by a representative of the carrier, a signed copy of a truck receipt, or a certified true and correct copy of any of these documents. The evidence of delivery should be attached to the seller's invoice to the War Food Administration.
- (c) The documents submitted as evidence of delivery must show the serial number(s) of the package(s) delivered or shipped.

Section 5 - Seller's Invoice to Purchaser (4 copies required).

- (a) One copy must be certified a true and correct copy of the original.
- (b) The name of the purchaser on the invoice must agree with that shown in the evidence of delivery and sale.
- (c) The description of the shipment shown on the invoice should be identical with the description of the shipments and weights shown on the bills of lading or other evidence of delivery.

Section 6 - Seller's Invoice to the War Food Administration (4 copies required).

- (a) The invoice should be prepared on a letterhead or invoice form of the seller, and made to the War Food Administration. The following information must appear thereon:
  - (1) Invoice Number - Enter in the title blank the number which you assign to the invoice.
  - (2) Payee Voucher Number - This is the number assigned to the voucher Form DP-1, to which the invoice is attached.
  - (3) Contract Number - This is the number assigned to each approved application by the War Food Administration to identify all insulation manufactured and sold in connection with any one application.



- (4) Sales Invoice Number - This is the number of the invoice to the purchaser.
- (5) The agent's number(s) of the applicable declaration(s) of sale.
- (6) The agent's number(s) of applicable declaration(s) of manufacture.
- (7) Serial number(s) of the package(s) and the quantity of insulation, in pounds, (excluding the weight of backing material and metal fasteners, where used), in each package for which claim is being made.
- (8) Identification of proof of delivery - This identification may be in the nature of bill of lading numbers, citation to the title and the date of the form or any other convenient means of cross-reference.
- (9) On the following page is a suggested form of invoice which may be used.

Section 7 - Voucher Form DP-1

The original Form DP-1 and three memorandum copies Form DP-1a are required to be submitted to an Agent of the Administrator when making application for payment.

Form DP-1 is a summary of your invoices for claims against the War Food Administration. Each Form DP-1 must be complete within itself, as the total of one form cannot be carried over to another. All information required under the following headings should be furnished and confined to the column or space specified.

- (a) D. O. Voucher No. - Shall be left blank.
- (b) Bureau Voucher No. - Shall be left blank.
- (c) Payee's Voucher No. - Seller should assign number for identification purposes.
- (d) (Commodity and Program Year) - There shall be entered in this space the name of the commodity being diverted, i.e., "Cotton-1944".
- (e) Voucher Prepared - The city or post office, state, and date of voucher preparation shall be entered in this space.



1/ Pounds of insulation contained in each package excluding weight of backing material and of metal fasteners where used.



- (f) United States, Dr., To - There shall be entered on this line the name of the seller to whom check is to be drawn, which must be in strict agreement with the name shown on the approved "Application". In the event it is desired to identify check when received in payment, the words "Payee's a/c No.", and the identifying number should be inserted in parentheses after the name of the seller. Example: Smith Cotton Company, (Payee's a/c No. 168). The disbursing officer paying the voucher will insert the payee's account number on the check issued in payment of the voucher.
- (g) Contractor's Address - The address to which the check is to be directed should be entered on this line.
- (h) (Loan Agency as Joint Payee) - Shall be left blank.
- (i) Government Loan Agency to Which Payment is Authorized - Shall be left blank.
- (j) Contract Reference - Insert the number which has been assigned to your approved "Application".
- (k) Supporting Document Reference - Enter the words "Invoice No." and directly beneath these words enter the serial number(s) of the sellers invoice(s) to the War Food Administration.
- (l) Description of Transaction - There must be shown in this space description of the transaction for which payment is being claimed, which is as follows:

"Diversion of cotton grown and processed in the United States, pursuant to the conditions set forth in the Offer of the War Food Administrator CFB-CD 1600 dated November 2, 1943.
- (m) Unit - There shall be entered in this column the unit on which payment is based, i.e., "Pounds".
- (n) No. Units - In this column opposite the corresponding invoice number there will be entered the total pounds of cotton insulation for each invoice listed. The total for all invoices shall be shown at the foot of the column to the left of the word "Total".
- (o) Amount Claimed Per Unit - There shall be entered here "\$0.09".



- (p) Amount Claimed - Enter here opposite the corresponding invoice number the amount of payment claimed on each invoice.
- (q) Total - The total claimed will be entered in this space.
- (r) Certificate of Compliance - There shall be entered the name of the seller, which must be in strict agreement with the name shown at the top of the voucher. The Certificate must be signed in accordance with Section 9 (Signatures and Authorizations) of these instructions and the date of signing inserted.
- (s) For Audit Use Only - Shall be left blank.
- (t) Certificate of Representative of Secretary - Shall be left blank.
- (u) Certificate of Certifying Officer - Shall be left blank.
- (v) Accounting Classification - Shall be left blank.
- (w) Supplemental Certifications - Shall be left blank.

#### Section 8 - Seller's Cost of Production Report.

At the request of the War Food Administrator or his authorized representative, the seller shall prepare on his own letterhead or form a detailed report giving a breakdown of production costs for each of the various types of cotton insulation manufactured during specified future periods. Information concerning cost items to be included will precede and/or accompany the first request for a cost of production report. Two copies of the report shall be submitted directly to: Representative, War Food Administrator, Utilization and Diversion Division, Cotton and Fiber Branch, Food Distribution Administration, Room 212 Agricultural Annex, Washington (25), D. C.

#### Section 9 - Signatures and Authorizations

The signature of the payee on the voucher (Form DP-1) must be in the following styles:

- (a) Corporation - An officer signing on behalf of a corporation must state the name of the corporation, affix his autograph signature, title, and the corporate seal. In the event the laws of the State of Incorporation do not require the use of a seal, the seal may be omitted, provided the fact that the corporation has no seal is indicated.

Example: A B C Company, Inc. (Corporate seal)  
By: Harry Roe, President (or indicate that corporation has no seal)

In the event that a corporation desires a person or persons other than its officers to execute documents pertaining to this program, it will be necessary to execute four copies of a Power of Attorney, which authority shall bear the autograph signature of an officer and the corporate seal. Copies of the Power of Attorney shall be distributed as follows:

Signed original and one signed copy to accompany first voucher to Regional Fiscal Division;  
One copy to Utilization and Diversion Division, Cotton and Fiber Branch, Food Distribution Administration, Washington, D.C.  
One copy to Agent of the Administrator stationed at the point of manufacture.

The signature of an Agent will be acceptable even though the corporate seal is not affixed, provided a Power of Attorney has been filed as directed.

- (b) Partnership - The name of the partnership must be shown immediately above the signature of one of the partners, and the fact that he is a partner must be indicated.

Example: Smith & Jones  
By: John Smith  
partner

- (c) Sole Proprietor - A sole proprietor signing for a business owned solely by himself shall indicate the name of the business immediately above his signature and the fact that he is the sole proprietor.

Example: X Y Z Company  
By: John Doe,  
Sole Proprietor

- (d) Power of Attorney - In the event the voucher or other document is executed by an agent of the seller, it will be necessary for the principal to execute four copies of a Power of Attorney specifically authorizing the agent to act. Copies of the Power of Attorney shall be distributed as follows:

Signed original and one signed copy to accompany first voucher to Regional Fiscal Division;  
One copy to Utilization and Diversion Division, Cotton and Fiber Branch, Food Distribution Administration, Washington, D. C.  
One copy to the Agent of the Administrator stationed at the point of manufacture.



- (c) Assignments - Assignment of a claim cannot be made. However, Standard Treasury Forms may be secured authorizing the negotiation of a check by other than the payee stated thereon.

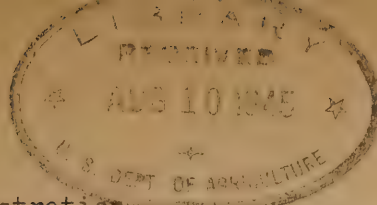
Section 10 - General

- (a) Vouchers and related papers should be serially numbered by the payee for his identification purposes. It is preferred that vouchers and related papers be prepared on a typewriter. However, these forms will be acceptable if properly prepared in ink or indelible pencil.
- (b) All autograph signatures are required to be made with ink or indelible pencil. Where documents are required to be submitted in the original and duplicates, it will only be necessary that the original be signed, unless otherwise specified.
- (c) Erasures or corrections on Form DP-1 and supporting documents should be avoided. Whenever changes are necessary, the original entry shall be lined through, its legibility retained, and the correction inserted adjacent thereto. Such changes shall be initialed by the person responsible for the correctness of the entry.
- (d) A certified true and correct copy of any document required will be acceptable if the following statement is signed by a responsible party having knowledge of the fact, who indicates his title or capacity:
- "This is to certify that this is a  
true and correct copy of the original."
- (e) When vouchers and supporting papers have been properly executed, they should be firmly stapled together and forwarded to the Agent of the War Food Administrator, with whom declarations have been filed.
- (f) A supply of Forms DP-1, DP-1a, and CFB-CD documents, described herein, can be obtained from an Agent of the Administrator, or from the Utilization and Diversion Division, Cotton and Fiber Branch, Food Distribution Administration, War Food Administration, Room 212 Agricultural Annex, Washington (25), D. C., upon request. Information for handling special problems which may not be covered by these instructions should also be requested from either of these sources.





CFB-CD 1606  
WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Cotton and Fiber Branch  
Utilization and Diversion Division



Program K/72b

November 10, 1943

COTTON INSULATION PROGRAM  
(Fiscal Year 1944)

COTTON INSULATION SPECIFICATIONS NO. 6

SPECIFICATIONS FOR BATT TYPE COTTON  
INSULATION WITH OR WITHOUT BACKING  
MATERIAL

A. General Requirements

- (1) The insulation shall consist of a resilient fire-resistant treated cotton batt, with or without backing material.
- (2) The insulation shall be free from objectionable odor.

B. Specific Requirements

(1) Composition of Batt

The cotton batt, excluding backing material and metal fasteners, if any, shall be made from lint cotton or from lint cotton mixed with unreworkeed card strips or comber waste, or combinations thereof. The batt shall contain at least 50 percent lint cotton by weight, and shall be composed of firmly matted, well-cleaned, sound staple fibers. Approval of the quality of any card strips and of any comber waste used shall be obtained from a representative of the War Food Administrator.

(2) Fire Resistance Treatment

The batt part of the insulation shall be thoroughly and uniformly treated with a solution to make it fire-resistant, so that when subjected to the test prescribed in section C., paragraph (2), it will cease flaming within five seconds and cease glowing and smoking within one minute. The finished batt, excluding backing material and metal fasteners, if any, shall contain not more than 15 percent impregnating compounds, by weight.

(3) Length and Width of Batt

- a. The batts may be of any length.

- b. The batts with backing material may be of any width.
- c. The width of batts without backing material shall not exceed 24 inches, unless specific written authority for the manufacture and sale of wider widths is obtained from a representative of the Administrator.

(4) Thickness and Weight

- a. Thickness. - The minimum thickness of the insulation under these specifications, excluding backing material, when used, shall in no instance be less than one inch.
- b. Weight. - The weight of the insulation, excluding backing material and metal fasteners, if any, shall be .0556-pound or more per square foot per inch of thickness (weight shall be increased proportionately for greater batt thicknesses).

(5) Backing Material Requirements

Backing material, when used, shall be suitably attached to, or shall encase, the batt and shall extend not less than one inch beyond each width edge of the batting.

Backing material shall be flexible, moisture resistant, and shall meet the following requirements:

- a. The finished backing material shall have a minimum tensile strength of 15 pounds per inch machine direction, and 15 pounds per inch cross direction.
- b. The finished backing material shall show no water leakage when subjected for 12 hours to the following test: Two or more specimens, 6x6 inches in size, shall be folded to form boxes 2 inches square and 2 inches high, open at the top, the tabs, formed by folding, being held by convenient fasteners, such as paper clips. The boxes shall be placed on the ground surface of a piece of ground glass resting on black paper, or other suitable dark surface. The boxes shall be filled to within one-half inch of the top with water between 65° and 90° F. temperature. The boxes shall be lifted at the end of the 12-hour period, and the ground glass under them observed for transuded moisture, this being visible as a dark film on the surface of the glass.



C. Methods of Sampling, Measuring, and Testing

(1) Sampling

The following samples shall be drawn by or under the direction of an agent of the Administrator, from at least every 2,000 square yards of insulation manufactured:

- a. For the fire-resistance test prescribed in section C, paragraph (2), one sample, with backing material removed, of the thickness being manufactured, measuring 12 inches by 6 inches.
- b. For thickness and weight tests, a sufficient quantity to make the tests prescribed in section C, paragraph (3).

(2) Fire-resistance Test

A sample strip of insulation of the dimensions indicated in section C, paragraph (1)a, shall be suspended with the long dimension in a vertical position, and the end of the strip centered two inches above the tip of a bunsen or equivalent type of burner, such as a blowtorch, supplied by the seller and approved by a representative or agent of the Administrator. When operating at full pressure, the burner used must supply a minimum of 3000 BTU per hour. The strip shall be subjected to a full-pressure, vertical blue flame at least 4 inches high, for a period of one minute. After removal of the flame, the insulation must cease flaming within five seconds, and cease glowing and smoking within one minute.

(3) Determination of Thickness and Weight

- a. Thickness. - Determination of thickness shall be made (after removal of backing material and metal fasteners, if any) by piling uniform samples of insulation measuring at least 12 inches square, to an aggregate thickness of not less than 6 inches. These samples shall be measured between flat, rigid plates when subjected to a pressure of 3-1/2 ounces per square foot. The aggregate thickness thus obtained will be divided by the number of samples piled to determine the thickness of the insulation.


- b. Weight.-- Determination of weight shall be made (after removing backing material and metal fasteners, if any) by weighing one square foot of insulation under prevailing atmospheric conditions at the time thickness is determined. If the weight so determined is less than that specified in section B, paragraph (4)b, a redetermination shall be made after bringing the weight of the sample into equilibrium in an atmosphere having a relative humidity of 65 percent (plus or minus 2 percentage points), and a temperature between 70° and 80° F. Equilibrium shall be considered to have been attained when there is no progressive change in weight.

D. Marking

At the time of manufacture, the following marks shall be applied to each package, roll or other unit of insulation:

- (1) The contract number assigned to the seller by the War Food Administration.
- (2) The applicable specification number.
- (3) The thickness of the insulation contained therein.

The foregoing specifications have been approved pursuant to the provisions of paragraph 1 of the "Offer of the War Food Administrator," CFB-CD 1600, in connection with the "Cotton Insulation Program (Fiscal Year 1944)."

  
Authorized Representative of the  
Administrator, Cotton Insulation  
Program (Fiscal Year 1944)



WAR FOOD ADMINISTRATION  
Office of Distribution  
Cotton and Fiber Branch  
Utilization and Diversion Division

May 15, 1944

COTTON INSULATION PROGRAM  
(Fiscal Year 1944)

## COTTON INSULATION SPECIFICATIONS NO. 6a

SPECIFICATIONS FOR BATT TYPE COTTON  
INSULATION WITH OR WITHOUT BACKING  
MATERIAL

A. General Requirements

- (1) The insulation shall consist of a resilient fire-resistant treated cotton batt, with or without backing material.
- (2) The insulation shall be free from objectionable odor.

B. Specific Requirements

(1) Composition of Batt

The cotton batt, excluding backing material and metal fasteners, if any, shall be made from lint cotton or from lint cotton mixed with unreworkeed card strips or comber waste, or combinations thereof. The batt shall contain at least 50 percent lint cotton by weight, and shall be composed of firmly matted, well cleaned, sound staple fibers. Approval prior to use of the quality of any card strips and of any comber waste shall be obtained from a representative of the War Food Administrator.

(2) Fire Resistance Treatment

The batt part of the insulation shall be thoroughly and uniformly treated with a solution to make it fire-resistant, so that when subjected to the test prescribed in Section C, Paragraph (2a), it will not flame-crawl or flash-crawl on the surfaces, edges, or ends for a distance of more than 6 inches, and when subjected to the test prescribed in Section C, Paragraph (2b) it will cease flaming within five seconds and cease glowing and smoking within one minute. The finished batt, excluding backing material and metal fasteners, if any, shall contain not more than 15 percent impregnating compounds by weight.

(3) Length and Width of Batt

- a. The batts may be of any length.
- b. The batts with backing material may be of any width.
- c. The width of batts without backing material shall not exceed 24 inches, unless specific written authority for the manufacture and sale of wider widths is obtained from a representative of the Administrator.

(4) Thickness and Weight

- a. Thickness - The minimum thickness of the insulation under these specifications, excluding backing material when used, shall in no instance be less than one inch.
- b. Weight - The weight of the insulation, excluding backing material and metal fasteners, if any, shall be .0556-pound or more per square foot per inch of thickness (weight shall be increased proportionately for greater batt thicknesses).

(5) Backing Material Requirements

Backing material, when used, shall be suitably attached or shall encase, the batt. Except in instances specified by the buyer, such backing material shall extend not less than one inch beyond each width edge of the batting.

Backing material shall be flexible, moisture resistant, and shall meet the following requirements:

- a. The finished backing material shall have a minimum tensile strength of 15 pounds per inch machine direction, and 15 pounds per inch cross direction.
- b. The finished backing material shall show no transuded moisture when subjected for 12 hours to the following test: Two or more specimens, 6x6 inches in size, shall be folded to form boxes 2 inches square and 2 inches high, open at the top, the tabs, formed by folding, being held by convenient fasteners, such as paper clips. The boxes shall be placed on the ground surface of a piece of ground glass resting on black paper, or other suitable dark surface. The boxes shall be filled to within one-half inch of the top with water between 65° and 90° F. temperature. The boxes shall be lifted at the end of the 12-hour period, and the ground glass under them observed for transuded moisture, this being visible as a dark film on the surface of the glass.

C. Method of Sampling, Measuring and Testing

- (1) Sampling - The following samples shall be drawn by, or under the direction of, an agent of the Administrator from at least every 2,000 square yards of insulation manufactured.
  - a. For test prescribed in Section C, Paragraph (2a), one sample, with backing material removed, of the thickness and width being manufactured, measuring not less than 36" in length.
  - b. For test prescribed in Section C, Paragraph (2b), two samples, with backing material removed, of the thickness being manufactured, measuring not less than 12" by 6", the long dimension of one sample to be parallel to the length of the batt and of other sample parallel to the width.



- c. For thickness and weight test, a sufficient quantity to make the test prescribed in Section C, Paragraph (3).

(2) Fire Tests

- a. Flame-crawl or flash-crawl test - Sample strips of insulation of the dimensions indicated in Section C, Paragraph (1a), after being split into two layers, shall be placed on a flat surface. Each layer in this position, first on one side and then on the other, shall be subjected across the entire width to the flame of a lighted candle.
- b. Fire Resistance Test - Sample strips of insulation of the dimensions indicated in Section C, Paragraph (2b), shall be suspended with the long dimension in a vertical position, and the end of the strip centered two inches above the tip of a bunsen or equivalent type of burner, such as a blowtorch.<sup>1/</sup> The strip shall be subjected to a full-pressure, vertical blue flame at least 4 inches high, for a period of one minute. After removal of the flame, the insulation must cease flaming within 5 seconds, and cease glowing and smoking within one minute.

(3) Determination of Thickness and Weight

- a. Thickness - Determination of thickness shall be made (after removal of backing material and metal fasteners, if any) by piling uniform samples of insulation measuring at least 12 inches square, to an aggregate thickness of not less than 6 inches. These samples shall be measured between flat, rigid plates when subjected to a pressure of 3-1/2 ounces per square foot. The aggregate thickness thus obtained will be divided by the number of samples piled to determine the thickness of the insulation.
- b. Weight - Determination of weight shall be made (after removing backing material and metal fasteners, if any) by weighing one square foot of insulation under prevailing atmospheric conditions at the time thickness is determined. If the weight so determined is less than that specified in Section B, Paragraph (4b), a redetermination shall be made after bringing the weight of the sample into equilibrium in an atmosphere having a relative humidity of 65 percent (plus or minus 2 percentage points), and a temperature between 70° and 80° F. Equilibrium shall be considered to have been attained when there is no progressive change in weight.

<sup>1/</sup> The burner used must be supplied by the seller and approved by a representative or agent of the Administrator. When operating at full pressure, the burner must supply a minimum of 3000 BTU per hour.

D. Marking

At the time of manufacture, the following marks shall be applied to each package, roll or other unit of insulation:

- (1) The contract number assigned to the seller by the War Food Administration.
- (2) The applicable specification number.
- (3) The thickness of the insulation contained therein.

The foregoing specifications have been approved pursuant to the provisions of Paragraph 1 of the "Offer of the War Food Administrator", CFB-CD-1600, in connection with the "Cotton Insulation Program (Fiscal Year 1944)".

A handwritten signature in dark ink, appearing to read "E. H. On...".

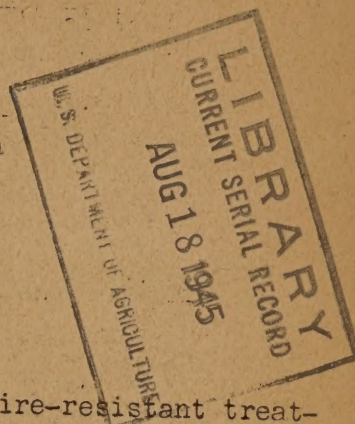
Authorized representative of the  
Administrator, Cotton Insulation  
Program (Fiscal Year 1944)



March 8, 1945

COTTON INSULATION PROGRAM  
(Fiscal Year 1944)

## COTTON INSULATION SPECIFICATIONS NO. 7a

SPECIFICATIONS FOR BATT TYPE COTTON  
INSULATION WITH OR WITHOUT BACKING  
MATERIALA. General Requirements

- (1) The insulation shall consist of a resilient fire-resistant treated cotton batt, with or without backing material.
- (2) The insulation shall be free from objectionable odor.

B. Specific Requirements(1) Composition of Batt

The cotton batt, excluding backing material and metal fasteners, if any, shall be made from lint cotton or from lint cotton mixed with unworked card strips or comber waste, or combinations thereof. The batt shall contain at least 50 percent lint cotton by weight, and shall be composed of firmly matted, well cleaned, sound staple fibers. Approval prior to use of the quality of any card strips and of any comber waste shall be obtained from a representative of the War Food Administrator.

(2) Fire Resistance Treatment

The batt part of the insulation shall be thoroughly and uniformly treated with a solution to make it fire-resistant, so that when subjected to the test prescribed in Section C, Paragraph (2a), it will not flame-crawl or flash-crawl on the surfaces, edges, or ends for a distance of more than 6 inches; and when subjected to the test prescribed in Section C, Paragraph (2b) it will cease flaming within five seconds and cease glowing and smoking within one minute. The finished batt, excluding backing material and metal fasteners, if any, shall contain not more than 15 percent impregnating compounds by weight.

(3) Length and Width of Batt

- a. The batts may be of any length.
- b. The batts with backing material may be of any width.
- c. The width of batts without backing material shall not exceed 24 inches, unless specific written authority for the manufacture and sale of wider widths is obtained from a representative of the Administrator.



(4) Thickness and Weight

- a. Thickness - The minimum thickness of the insulation under these specifications, excluding backing material, when used, shall in no instance be less than  $3/4$  inch.
- b. Weight - The weight of the insulation, excluding backing material and metal fasteners, if any, shall be .0417-pound or more per square foot per  $3/4$  inch of thickness (weight shall be increased proportionately for greater batt thicknesses).

(5) Backing Material Requirements

Backing material, when used, shall be suitably attached to or shall encase, the batt. Except in instances otherwise specified by the buyer, such backing material shall extend not less than one inch beyond each width edge of the batt.

Backing material except when otherwise specified by the buyer shall be flexible, moisture resistant, and meet the following requirements:

- a. The finished backing material shall have a minimum tensile strength of 15 pounds per inch machine direction, and 15 pounds per inch cross direction.
- b. The finished backing material shall show no transuded moisture when subjected for 12 hours to the following test: Two or more specimens, 6x6 inches in size, shall be folded to form boxes 2 inches square and 2 inches high, open at the top, the tabs, formed by folding, being held by convenient fasteners, such as paper clips. The boxes shall be placed on the ground surface of a piece of ground glass resting on black paper, or other suitable dark surface. The boxes shall be filled to within one-half inch of the top with water between 65° and 90° F. temperature. The boxes shall be lifted at the end of the 12-hour period, and the ground glass under them observed for transuded moisture, this being visible as a dark film on the surface of the glass.

(C) Method of Sampling, Measuring and Testing

- (1) Sampling - The following samples shall be drawn by, or under the direction of, an agent of the Administrator from at least every 2,000 square yards of insulation manufactured.
  - a. For test proscribed in Section C, Paragraph (2a), one sample, with backing material removed, of the thickness and width being manufactured, measuring not less than 36" in length.
  - b. For test proscribed in Section C, Paragraph (2b), two samples, with backing material removed, of the thickness being manufactured, measuring not less than 12" by 6", the long dimension of one sample to be parallel to the length of the batt and of other sample parallel to the width.



- c. For thickness and weight tests, a sufficient quantity to make the test prescribed in Section C, Paragraph (3).

(2) Fire Tests

- a. Flame-crawl or flash-crawl test - Sample strips of insulation of the dimensions indicated in Section C, Paragraph (1a), after being split into two layers, shall be placed on a flat surface. Each layer in this position, first on one side and then on the other, shall be subjected across the entire width to the flame of a lighted candle.
- b. Fire-Resistance Test - Sample strips of insulation of the dimensions indicated in Section C, Paragraph (2b), shall be suspended with the long dimension in a vertical position, and the end of the strip centered two inches above the tip of a bunsen or equivalent type of burner, such as a blowtorch. 1/ The strip shall be subjected to a full-pressure, vertical blue flame at least 4 inches high, for a period of one minute. After removal of the flame, the insulation must cease flaming within 5 seconds, and cease glowing and smoking within one minute.

(3) Determination of Thickness and Weight

- a. Thickness - Determination of thickness shall be made (after removal of backing material and metal fasteners, if any) by piling uniform samples of insulation measuring at least 12 inches square, to an aggregate thickness of not less than 6 inches. These samples shall be measured between flat, rigid plates when subjected to a pressure of 3-1/2 ounces per square foot. The aggregate thickness thus obtained will be divided by the number of samples piled to determine the thickness of the insulation.
- b. Weight - Determination of weight shall be made (after removing backing material and metal fasteners, if any) by weighing one square foot of insulation under prevailing atmospheric conditions at the time thickness is determined. If the weight so determined is less than that specified in Section B, Paragraph (4b), a redetermination shall be made after bringing the weight of the sample into equilibrium in an atmosphere having a relative humidity of 65 percent (plus or minus 2 percentage points), and a temperature between 70° and 80° F. Equilibrium shall be considered to have been attained when there is no progressive change in weight.

1/ The burner used must be supplied by the seller and approved by a representative or agent of the Administrator. When operating at full pressure, the burner must supply a minimum of 3000 BTU per hour.



D. Marking

At the time of manufacture, the following marks shall be applied to each package, roll or other unit of insulation:

- (1) The contract number assigned to the seller by the War Food Administration.
- (2) The applicable specification number.
- (3) The thickness of the insulation contained therein.

The foregoing specifications have been approved pursuant to the provisions of Paragraph 1 of the "Offer of the War Food Administrator", CFB-CD-1600, in connection with the "Cotton Insulation Program (Fiscal Year 1944)" and shall be applicable to insulation to be manufactured pursuant to applications already approved; provided that the seller holding the approved application(s) consents thereto.

*[Signature]*  
Authorized representative of the  
Administrator, Cotton Insulation  
Program (Fiscal Year 1944)